

USER MANUAL

MALARIA NATIONAL DISEASE MANAGEMENT SYSTEM (MALNDMS)

VERSION V1.0

Designed & Developed by:

Biplob Chakma
Network and Database Management System Specialist
bipbng@gmail.com

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How to Read this Manual

This operator manual is arranged according to functionality grouping. All the similar category functionalities are arranged in different tabs. So the manual also covers each tab in each chapter.

However, in order to have a HEAD START, the manual explains some of basic terminologies, basic features of the system. These are explained in Chapter 1 and Chapter 2.

From Chapter 3 onwards, the manual explains all the features of the system starting with 'Basic Information'.

In the last two chapters, the manual also explains about how to generate reporting and how to administer the system.

Chapter 1 - Introduction

1. Overview

Welcome to MALARIA National Disease Management System (MALNDMS). If you are reading this manual, that means you have decided to know about the system; how to enter data, how to generate report and many others.

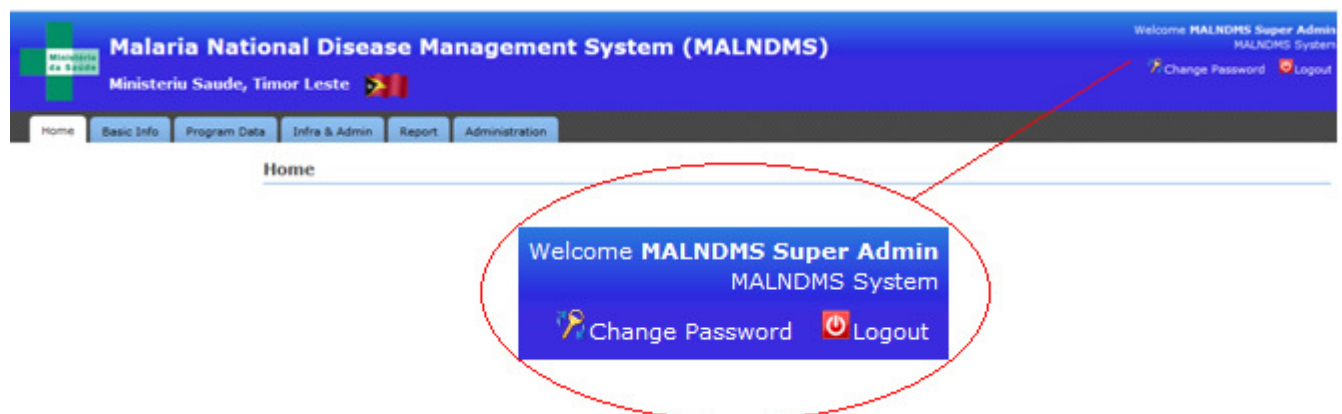
MALNDMS is a tool to capture data from MALARIA registers that includes registration information and follow up information of a MALARIA patient. The system can also generate various types of reports; such as, list of patients from MALARIA register, case finding reports, outcome reports, drug calculations etc.

So, before you begin, let's take some time to explore the MALARIA National Disease Management System (MALNDMS) tool (software/application) and learn about the basic features of navigation and transaction entry. This chapter provides an overview of the system and describes the elementary features of MALNDMS.

2. Basic Features

a. User Information

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the logged in user information at the top right corner of the system as shown below:



b. Tabs, Menus, and Data Display Section

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the tabs, menus, and data display section. Tabs are the collection of menus of related functionalities; whereas a Menu indicates a specific functionality under a tab. Such as, all types of reports are available under tab 'Report' and this report tab will have all the report menus; like MALARIA Patient Report, MALARIA Programmatic Report etc.

Data Display Section (DDS) is the area where system will display the data; either for viewing or for adding a new record.

All these features are shown in below image:



c. Page and Current Menu

Once you log into the system and click on a menu, then something appears on the right side of menu. This is called Page. Every menu will show a different page once it is clicked. However, in some places in the system a page may be loaded once a button is clicked. So, a Page is something where you'd view data or attempt to enter data. This is sometimes also referred to UI (User Interface).

Now, when you'd click on a menu it will load the related page. Notice a black arrow tip marked beside the menu. This indicates that the current menu is the one you've just clicked.

All these features are shown in below image:

Malaria National Disease Management S
Ministeriu Saude, Timor Leste

Home Basic Info Program Data Infra & Admin Report Administration

District
SubDistrict
Organization
Organization Facility
Position Category
Personnel Information

Organization Information + Add an Organization

Select District All Services

Organization List

	Organization Name	Is SDP
Edit Delete	CHC Aileu Villa	Yes
Edit Delete	CHC Ainaro Vila	Yes
Edit Delete	CHC Alas	Yes
Edit Delete	CHC Atabae	Yes

Black arrow tip to show active menu

d. Label, Button, Text Box, Check Box, Date Picker, and Drop Down List

Below image shows labels, buttons, text boxes, check box, and drop down lists:

Add Personnel Information _____ Tab Title
Save and Close
Save
Cancel

Email ID	<input type="text"/>	Personal ID	<input type="text"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Sex	<input type="text" value="Please Select"/>
Position	<input type="text" value="Please Select"/>	Date of Birth	<input type="text" value="Date Picker"/>
Voter ID	<input type="text"/>	Passport No	<input type="text"/>
Date of Join	<input type="text" value="Date Picker"/>	Date of Resign	<input type="text"/>
Permanent Address:			
District	<input type="text" value="Please Select"/>	SubDistrict	<input type="text"/>
Suco	<input type="text"/>		
Address	<input type="text"/>		
Is a System User	<input type="checkbox"/>	Enter Password	<input type="text"/>

Buttons: Once clicked, it will do some action(s); such as, saving, editing etc.

Text Box: User can type text here.

Check Box: User can tick the box when appropriate.

Drop Down List: User can choose one value from the given list.

Date Picker: User can enter a date in this box. If you click in this box, a date calendar will appear and then you'd be able to choose a date you want. *Please note that, the format of date is US (United States) style i.e. it will show 4 March 2012 as '3/4/2012', NOT as '4/3/2012' i.e. in the format of 'month/day/year'!*

Read-Only Text Box: User cannot type anything but just can view the information shown by the system.

e. Grid View, Filter Section, Link Button, and Paging

Below image shows grid view, filter section, link buttons, and paging section:

SubDistrict Information [+ Add a SubDistrict](#) — Link Button

Select District ▼ Apply Filter Reset — Filter Section

SubDistrict List

Link Button

Grid View (GV)

	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

1 2 3 4 5 6 7

Paging

i.e. there are 7 pages in this GV containing all sub districts

Grid View (GV): A list where data are displayed

Link Button: Similar to normal button i.e. when clicked, an action is done such as save, edit etc.

Add a Sub District: Once clicked, it will load a page where you'd need to enter/type data and then do a save operation

Edit: Once clicked, it will open existing record and then allow you to correct any existing data of that record

Delete: Once clicked, it will delete/remove the record from system. *Care should be taken while performing this action!*

Paging: When there are many data and cannot be displayed on one page in GV, then those data are listed in multiple pages i.e. page no 2, 3, and so on

Filter Section: Normally the GV shows all the data that is available in the system. But when you'd need to see some particular data then you'd need to use this filter section. Such as, to show/see only sub districts of Dili district, you'd need to select 'Dili District' from the DDL of

the filter section and then click on 'Apply Filter' button. This will load all the sub districts of Dili only. Below image shows all the sub districts of Dili district:

SubDistrict Information [+ Add a SubDistrict](#)

Dili District ▾

Apply Filter

Reset

SubDistrict List

	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Dili District	Cristo Rei	CRTR	False
Edit Delete	Dili District	Dom Aleixo	DMAX	False
Edit Delete	Dili District	Metinaro	MTNR	False
Edit Delete	Dili District	Nain Feto	NNFT	False
Edit Delete	Dili District	Vera Cruz	VRCZ	False

This is how the filter section works! There will certainly be more than one filter in the filter section in other pages. You'd just need to choose your desired filter and then do an 'Apply Filter' to show the data from system.

The 'Reset' button in the filter section will set all the filter values to 'none' or 'default'.

f. Data Loading Image

Whenever you try to load data from system, it will show an image indicating that it is now populating (downloading) data from online database and preparing to present in the GV. The image will look like as shown below:

PID	First Name	Middle Name	Last Name
CHC Suai Vila	2013	TB No	
Select Case Type	Select TB Classification	Select Sex	<input type="button" value="Apply Filter"/> <input type="button" value="Reset"/>

Whenever you'd do an 'Apply Filter' button, you'd see an image shown below.
 This image indicates that, system is currently populating data and preparing for presenting them for you (in the GV)

TB Patient List							
		Registration Date	TB No	PID Code	Patient Full Name	Sex	Age
Edit	Delete	01/10/2013	1	TJULFLAMAU72	Juliao bernado	Male	41 yrs 1 mon
Edit	Delete	01/14/2013	1	TPLAANIROI84	plasido Guterres	Male	29 yrs 1 mon
Edit	Delete	01/04/2013	1	TAFOLIAN87	Afonso Moniz	Male	26 yrs 1 mon
Edit	Delete	03/01/2013	01	TJOSLORJOS61	Jose Castro	Male	52 yrs 1 mon
Edit	Delete	01/29/2013	1	TCARNATLUI89	Carmelita S Castro	Female	24 yrs 1 mon
Edit	Delete	01/07/2013	1	TBERJOAJAN88	Bernardo Araujo	Male	25 yrs 1 mon
Edit	Delete	01/03/2013	1	TJULAGUSTA09	Julia dos Santos	Female	4 yrs 1 mon
Edit	Delete	01/30/2013	1	TBLAABUTIN61	Blasius Taus	Male	52 yrs 1 mon
Edit	Delete	01/02/2013	1	TALMISAMAT88	almeira de Jesus	Female	25 yrs 1 mon
Edit	Delete	01/14/2013	1	TJOAMARTOL80	joao gonsalves	Male	33 yrs 1 mon

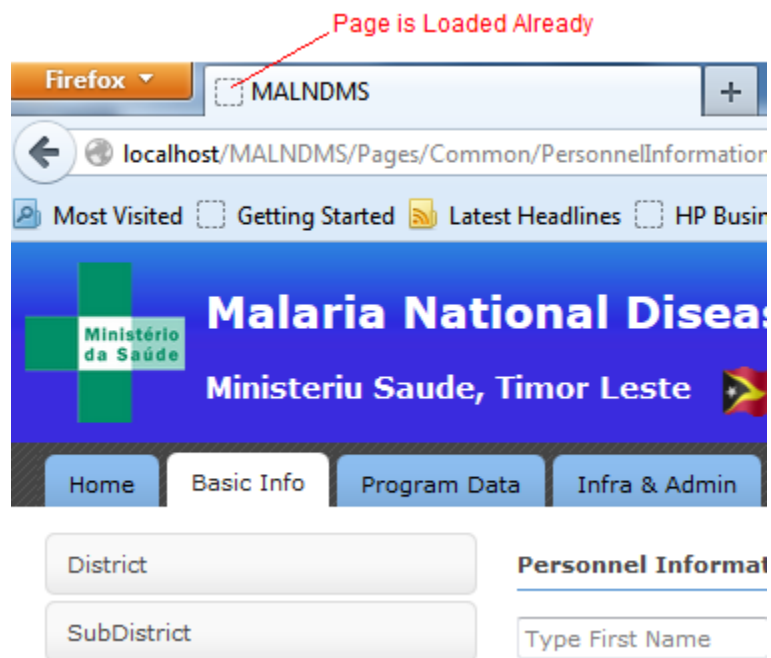
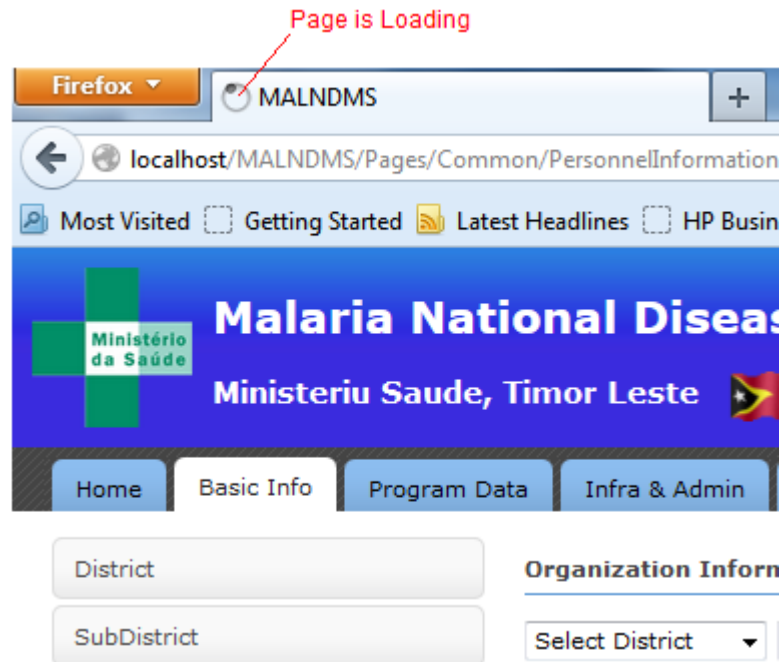
You'd see this loading image when:

- (1) You are doing an 'Apply Filter'; or
- (2) You select an item from district DDL. This is because, it will load sub district DDL according to selected district; or
- (3) You select a report option and its associated filters get activated; or
- (4) During any other situation whenever the system remains busy in getting data from online you've requested it to do

YOU SHOULD WAIT TILL THE IMAGE DISAPPEARS; BECAUSE IT IS NOT YET READY FOR YOU TO DO NEXT ACTION!

g. Page Loading Sign

The system also remains busy from the time a page is requested and till it gets loaded fully. However, this will not show any image; but instead, it will show a small rotating circle in the browser tab heading. This is shown below:



h. Message for Must Entry Fields

While you'd try to save a new record, there will be some field(s) that must be provided to get the record saved into the system. If you don't provide those must entry information, the system will give you notification message. The message will be looking like shown below:

Personnel Information

Please enter First Name.
Please select a Sex.
Please select a Position.
Please select a valid Date of Birth.
Please select a District.
Please select a SubDistrict.

Error message is for not proviing must
entry information

Add Personnel Information

Save and Close

Save

Cancel

Email ID

Personal ID

First Name

Middle Name

Last Name

Sex

Please Select



Chapter 2 – Login, Logout, and Change Password

1. Login to MALNDMS

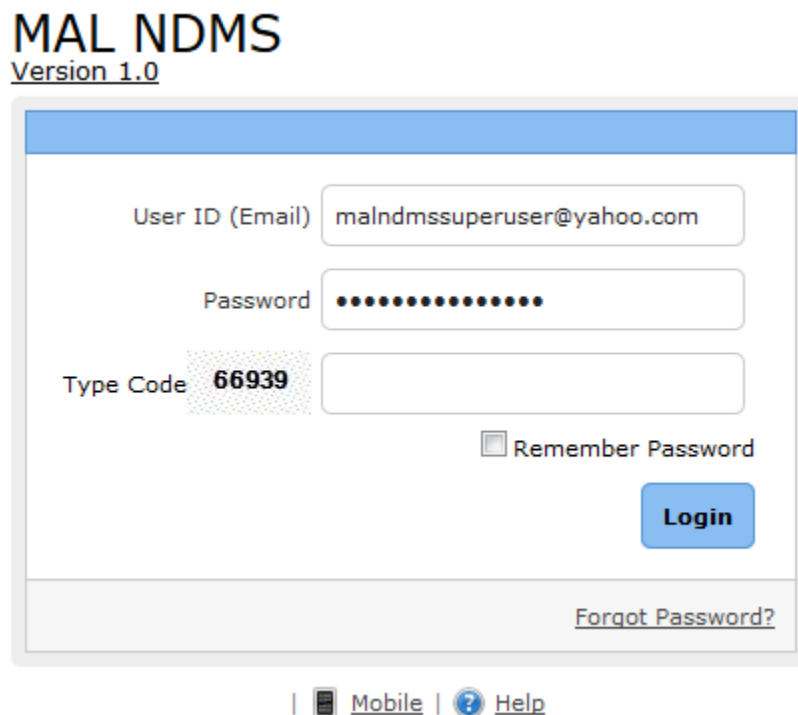
Please do followings to login to MALNDMS:

- (1) Open Mozilla Firefox browser (*use version 19 or later*)
- (2) Then go to this link:

<http://malariandms.tlhealthinformationsystem.com/Login.aspx>

- (3) This will load the login page as shown below:

MAL NDMS
Version 1.0



User ID (Email) malndmssuperuser@yahoo.com



Password

Type Code 66939

☐ Remember Password

Login

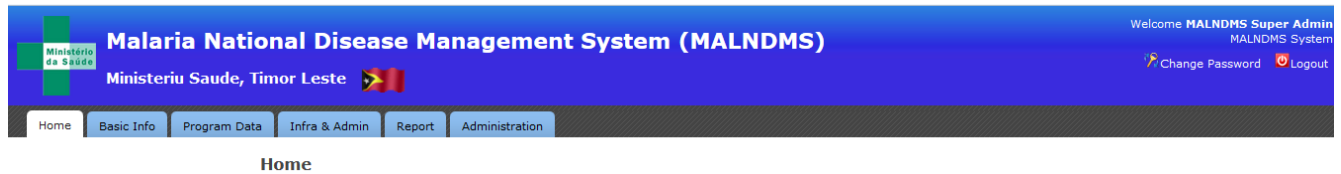
[Forgot Password?](#)

|  [Mobile](#) |  [Help](#)

- (4) Type:
User ID (Email): login user email ID (Please note, this is NOT your personal email ID! This is the ID that is used to log into the MALNDMS)
Password: login password
Type Code: Type the digits that you can see on the screen (this is to protect your account/system from spamming)

- (5) You may or may not check the 'Remember Password'; **but if you are not using your own laptop or desktop, it is suggested NOT TO CHECK this check box!**
- (6) Click 'Login' button to login to MALNDMS and wait till you are logged in

(7) After a successful login, you'd see below page:



(8) If you've provided wrong information during login, then you'd see below message:

MAL NDMS
Version 1.0

Wrong User ID or Password!

User ID (Email)

Password

Type Code **88549**

☐ Remember Password

Login

[Forgot Password?](#)

| [Mobile](#) | [Help](#)

In this case you try again with correct credentials to enter into the system.

2. Change Password

Please do followings to change your password:

- (1) After login, click on the 'Change Password' link button at the top right corner of the MALNDMS
- (2) This will load the change password page as shown below:

Change User Password

Change Password

Change Password

Cancel

Old Password

New Password

Confirm New Password

- (3) Type existing password, and then your new password two times and then click on 'Change Password' button to change your new password finally

PLEASE SAVE YOUR NEW PASSWORD IN SAFE PLACE SO THAT YOU DON'T FORGET IT OR IT IS NOT DISCLOSED TO ANYONE!

3. Logout from MALNDMS

Please do followings to logout from MALNDMS:

- (1) After login, click on the 'Logout' link button at the top right corner of the MALNDMS
- (2) This will take you out off MALNDMS and load login page again (for next login)

Chapter 3 – Basic Information Tab

1. Overview

This tab contains the functionalities for entering basic information that are required for the system. Such as, district, sub district, staff position category etc. All these functionalities are realized by some menus. These menus are:

- (1) District
- (2) Sub District
- (3) Organization
- (4) Position Category
- (5) Personnel Information

If you click on 'Basic Info' tab, you'd be able to see above menus at the left and also data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

Note that, information under this tab are usually kind of one-time setting which you'd need to enter at the beginning of starting the system. Such as, you'd probably very rarely use district menu to add a new district because in not every year you'd have a new district in your country!

2. District Menu

This menu is to set up district information. Click on 'District' menu to go to district page. You'd see all the available districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the districts. The district GV will look like:

District List				
		District Name	District Code	Is Capital
Edit	Delete	Aileu District	ALU	False
Edit	Delete	Ainaro District	ANO	False
Edit	Delete	Baucau District	BCU	False
Edit	Delete	Bobonaro District	BOB	False
Edit	Delete	Cova Lima District	CVL	False
Edit	Delete	Dili District	DIL	True
Edit	Delete	Ermera District	ERM	False
Edit	Delete	Lautém District	LTM	False
Edit	Delete	Liquiçá District	LIQ	False
Edit	Delete	Manatuto District	MTT	False
<div> <div>1</div> <div>2</div> </div>				

In order to add a new district, do followings:

- (1) Click on 'Add a District' link button
- (2) You'd see below page:

District Information

Add District

Save & Close

Save

Cancel

Full Name

Code

Is Capital

☐

- (3) Type 'Full Name', district 'Code' and then check 'Is Capital' if it is the capital of the country
- (4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to district list GV.

3. Sub District Menu

This menu is to enter sub district information. Click on 'Sub District' menu to go to sub district page. You'd see all the available sub districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sub districts. The sub district GV will look like:

SubDistrict Information [+ Add a SubDistrict](#)

Select District

SubDistrict List

	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

1 2 3 4 5 6 7

Note in the above GV list that, it is showing all the sub districts. At this point you may do an 'Apply Filter' to view sub district of a specific district. To do this, do followings:

- (1) Select a district (say, Dili) from DDL in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all sub districts of district Dili

SubDistrict Information

+ Add a SubDistrict

Dili District

Apply Filter

Reset

SubDistrict List

	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Dili District	Cristo Rei	CRTR	False
Edit Delete	Dili District	Dom Aleixo	DMAX	False
Edit Delete	Dili District	Metinaro	MTNR	False
Edit Delete	Dili District	Nain Feto	NNFT	False
Edit Delete	Dili District	Vera Cruz	VRCZ	False

In order to add a new sub district, do followings:

- (1) Click on 'Add a Sub District' link button
- (2) You'd see below page:

SubDistrict Information

Add SubDistrict

Save & Close

Save

Cancel

District

Please Select

Full Name

Code

Is Capital

☐

- (3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
- (4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

4. Organization

This menu is to enter organization's information. Click on 'Organization' to go to organization page. You'd see all the available organizations in the GV list. You may see paging depending

on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

Organization Information [+ Add an Organization](#)

Select District All Services

Organization List

	Organization Name	Is SDP	District	SubDistrict	Address	Contact Person Name
Edit Delete	CHC Aileu Villa	Yes	Aileu District	Aileu Vila	Please type	Please type
Edit Delete	CHC Ainaro Vila	Yes	Ainaro District	Ainaro	Please type	Please type
Edit Delete	CHC Alas	Yes	Manufahi District	Alas	Please type	Please type
Edit Delete	CHC Atabae	Yes	Bobonaro District	Atabae	Please type	Please type
Edit Delete	CHC Atauro	Yes	Dili District	Atauro	Please type	Please type
Edit Delete	CHC Atsabe	Yes	Ermera District	Atsabe	Please type	Please type
Edit Delete	CHC Baguia	Yes	Baucau District	Baguia	Please type	Please type
Edit Delete	CHC Bairo Pite	Yes	Dili District	Vera Cruz	Please type	Please type
Edit Delete	CHC Balibo	Yes	Bobonaro District	Balibó	Please type	Please type
Edit Delete	CHC Baqui	Yes	Oecusse District	Pante Macassar	Please type	Please type

1 2 3 4 5 6 7 8 9

At this point you may do an 'Apply Filter' to view organizations as per district, sub district, and service type. To do this, do followings:

- (1) Select a district (say, Dili) and a sub district (say, Dom Alexio) from DDLs in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all organizations under district Dili and sub district Dom Alexio

Organization Information [+ Add an Organization](#)

Dili District Dom Aleixo All Services

Organization List

	Organization Name	Is SDP	District	SubDistrict	Address	Contact Person Name
Edit Delete	CHC Comoro	Yes	Dili District	Dom Aleixo	Please type	Please type
Edit Delete	Fatumeta Maternity	Yes	Dili District	Dom Aleixo	Please type	Please type
Edit Delete	FTH DIC Dili	Yes	Dili District	Dom Aleixo	Palapasu	Please type
Edit Delete	National Hospital Dili	Yes	Dili District	Dom Aleixo	Please type	Please type

In order to add a new organization, do followings:

- (1) Click on 'Add an Organization' link button
- (2) You'd see below page:

Organization Information

Add Organization **Save & Close** **Save** **Cancel**

Organization Name

District

SubDistrict

Suco

Address

Contact person Name

Designation

Contact Number

Is an SDP ☐

Organization Type

Service Provided

<input type="checkbox"/> General Medical Services	<input type="checkbox"/> Malaria SDP	<input type="checkbox"/> Human Rights Service
<input type="checkbox"/> VCCT Services	<input type="checkbox"/> Laboratory Services	<input type="checkbox"/> HIV+ve Care & Support Community
<input type="checkbox"/> TB SDP	<input type="checkbox"/> ART SDP	<input type="checkbox"/> Individual Counseling
<input type="checkbox"/> STI SDP	<input type="checkbox"/> Psychological Service	<input type="checkbox"/> Social Care Services
<input type="checkbox"/> PMTCT SDP	<input type="checkbox"/> PLHIV Community	<input checked="" type="checkbox"/> Legal Services
<input type="checkbox"/> ANC SDP		

Service Delivery Start (Hour:Minute)

Service Delivery End (Hour:Minute)

Service Charge

Transportation Details

(3) Type or select below information:

Organization Name*: Name of the organization.

District*: The district where you want to add this organization.

Sub District*: The sub district where you want to add this organization.

Suco: The suco where you want to add this organization.

Address: Address of the organization.

Contact Person Name: Name of contact person.

Designation: Designation of the contact person.

Contact Number: Contact number of the organization.

Is an SDP: Specify whether the new organization is a service delivery point.

Organization Type: This will only be enabled if you've checked 'Is an SDP'. This is to specify the type of service delivery point for this organization; such as, CHC or HNGV etc.

Service Provided: The services that the organization will provide; such as, MALARIA, PMTCT, ANC, VCCT etc. *If you don't choose appropriate service types, you would not see the desired organization in the organization DDL. Such as, if you don't select 'MALARIA SDP' then that organization will NOT APPEAR in the Organization Facility page GV.*

Service Delivery Start: At what time the organization starts its service.

Service Delivery End: At what time the organization ends its service.

Service Charge: Amount (in US\$) that is charged for each service.

Transportation Details: How to reach the organization.

Important!

Field with * marking is a mandatory field that must be provided to save an organization. If you don't provide that information, system will not save the organization and will show error message in red text.

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

5. Position Category

This menu is to set up staffs' position category information. Click on 'Position Category' menu to go to staffs' position category page. You'd see all the available staffs' positions in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

Position Category Information [+ Add a Position Category](#)

Select Category Level

Position Category List

	Position Category Name	Short Name	Category Level
Edit Delete	CHC Responsible	CHCR	Level-4
Edit Delete	Data Entry	DE	Level-5
Edit Delete	District TB Administrator	DTA	Level-3
Edit Delete	District TB Coordinator	DTC	Level-4
Edit Delete	M&E Officer	M&E	Level-5
Edit Delete	Senior Laboratorian	SLAB	Level-4
Edit Delete	TB Regional Supervisor	TBRS	Level-6

In order to add a new position category, do followings:

- (1) Click on 'Add a Position Category' link button
- (2) You'd see below page:

Position Category Information

Add Position Category

Save & Close**Save****Cancel**

Category Name

Short Name

Category Level

Please Select

- (3) Type Category Name, Short Name, and Category Level
- (4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

6. Personnel Information

This menu is to enter personnel information such as staffs and system user information. Click on 'Personnel Information' to go to personnel information page. You'd see all the available personnel in the GV list with their detail information. The GV will look like shown below:

Personnel Information

+ Add a Personnel Information

Type First NameType Middle NameType Last NameSelect Position CategoryApply FilterReset

Personnel List

	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Oscar Abel da Costa	District TB Coordinator	Male	100	January 01, 2007
Edit Delete	Ambrozio S Trindade	TB Regional Supervisor	Male	102	January 01, 2010
Edit Delete	Laurindo da Silva	TB Regional Supervisor	Male	111	January 01, 2010
Edit Delete	Domingos Pereira	TB Regional Supervisor	Male	112	January 01, 2010
Edit Delete	Antonio da Cruz D Santos	TB Regional Supervisor	Male	113	January 01, 2010
Edit Delete	Sonio da Costa	Data Entry	Male	114	January 01, 2010
Edit Delete	Sabino Viegas Cunha	M&E Officer	Male	115	January 01, 2010
Edit Delete	Agostinho dos Santos	District TB Coordinator	Male	116	January 01, 2010
Edit Delete	Virgilio Boavida	District TB Coordinator	Male	117	January 01, 2010
Edit Delete	Filomeno Suro	District TB Coordinator	Male	118	January 01, 2010

123

At this point you may do an 'Apply Filter' to view specific organizations. To do this, do followings:

- (1) Select a position category (say, District MALARIA Administrator) from DDLs in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all staffs with position District MALARIA Administrator

Personnel Information [+ Add a Personnel Information](#)

Type First Name Type Middle Name Type Last Name District TB Administrator **Apply Filter** **Reset**

Personnel List

	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Mateus de Jesus	District TB Administrator	Male	131	January 01, 2010
Edit Delete	Renato da Cruz E Silva	District TB Administrator	Male	132	January 01, 2010
Edit Delete	Josue Celestino da Costa Ximenes	District TB Administrator	Male	133	January 01, 2010
Edit Delete	Jaime F P da Conceicao	District TB Administrator	Male	134	January 01, 2010
Edit Delete	Roberto Gomes	District TB Administrator	Male	135	January 01, 2010
Edit Delete	Jacinto dos Reis	District TB Administrator	Male	136	January 01, 2010

In order to add new personnel information, do followings:

- (1) Click on 'Add a Personnel Information' link button
- (2) You'd see below page:

Personnel Information

Add Personnel Information **Save and Close** **Save** **Cancel**

Email ID Personal ID

First Name Middle Name

Last Name Sex

Position Date of Birth

Voter ID Passport No

Date of Join Date of Resign

Permanent Address:

District SubDistrict

Suco

Address

Is a System User ☐

(3) Type or select below information:

Email ID*: This is the ID for logging into the system. This is a must entry when you'd define a person as a system user. But if you are not defining the person as a system user, then you can keep this field blank.

Personnel ID: This is the ID given to each individual staff by admin department (if any).

First Name*: First name of the person.

Middle Name: Middle name of the person.

Last Name: Last name of the person.

Sex*: Sex of the person.

Position*: Position of the person.

Date of Birth*: Date of birth of the person.

Voter ID: Voter ID of the person.

Passport No: Passport no of the person.

Date of Join: Date of joining to the office.

Date of Resign: Date of resigning from the office.

District*: Permanent district of the person.

Sub District*: Permanent sub district of the person.

Suco: Permanent suco of the person.

Address: Permanent address of the person.

Is a System User: Check this field if you want to define the person as system user. If you choose to do so, then you must provide Email ID (explained above) and a Password*.

Important!

Field with * marking is a mandatory field that must be provided to save a person/staff. If you don't provide that information, system will not save the person/staff and will show error message in red text.

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to personnel list GV.

Chapter 4 – Program Data Tab

1. Overview

This tab contains the functionalities for entering program data; such as, malaria monthly case data. All these functionalities are realized by menu mentioned below:

(1) Monthly Case Data

If you click on 'Program Data' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

This is the main section of the system that will be used by most users and most of the time.

2. Monthly Case Data Menu

This menu is to enter malaria monthly case data. Click on 'Monthly Case Data' menu to go to monthly case data reports list page. At this point, you'd not see anything but just a blank GV and the filter section. Monthly case reports will not get loaded while loading this page. To see some particular reports do followings:

- (1) Select a month from DDL (say, September), and a year (say, 2012) and then click on 'Apply Filter' button.
- (2) This will list all the malaria monthly case reports from all reporting units.
- (3) The page will look like as shown below:

Monthly Case Report

[+ Add a Monthly Case Report](#)

All Organizations ▼

September ▼

2012 ▼

Apply Filter

Reset

Monthly Case Report List

		Reported Year	Reported Month	Reporting Unit
Edit	Delete	2012	September	CHC Remexio
Edit	Delete	2012	September	CHC Aileu Villa
Edit	Delete	2012	September	CHC Laulara
Edit	Delete	2012	September	CHC Lequidoe
Edit	Delete	2012	September	CHC Ainaro Vila
Edit	Delete	2012	September	CHC Hato-Udo
Edit	Delete	2012	September	CHC Maubisse
Edit	Delete	2012	September	CHC Turiscain
Edit	Delete	2012	September	CHC Fatuberliu
Edit	Delete	2012	September	CHC Alas
Edit	Delete	2012	September	CHC Suai Vila
Edit	Delete	2012	September	CHC Tilomar
Edit	Delete	2012	September	CHC Fatumean
Edit	Delete	2012	September	CHC Zumalai

(4) Please note that, you can do further filtering to see more specific report. Such as, if you want to see all the reports from CHC Alas, then select CHC Alas also from DDL and then click on 'Apply Filter' button again

(5) The GV will now show below list:

Monthly Case Report

[+ Add a Monthly Case Report](#)

CHC Alas ▼

September ▼

2012 ▼

Apply Filter

Reset

Monthly Case Report List

		Reported Year	Reported Month	Reporting Unit
Edit	Delete	2012	September	CHC Alas

In order to add a new malaria monthly case report, do followings:

(1) Click on 'Add a Monthly Case Report' link button

(2) You'd see below page:

Monthly Case Report

Add Monthly Case Reports

Save & Close
Save
Cancel

Reporting Period: Please Select a Month Please Select a Year

Reporting Date:

Reporting Unit: Please Select a Unit

Malaria Case Data Indicators	Outpatients											Pregnant Females	
	Age < 1		Age 1 To <5		Age 5 To <14		Age >= 14		Total			Case	Dead
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total		
Total Consultations	0	0	0	0	0	0	0	0	0	0	0	0	0
Malaria Suspect	0	0	0	0	0	0	0	0	0	0	0	0	0
P. Falciparum	0	0	0	0	0	0	0	0	0	0	0	0	0
P. Vivax	0	0	0	0	0	0	0	0	0	0	0	0	0
Mixed (Pf+Pv)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Positive	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Malaria Case	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inpatients	0	0	0	0	0	0	0	0	0	0	0	0	0
Severe Malaria Patients	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Deaths due to Malaria	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Person Received Parasitologia Test	0	0	0	0	0	0	0	0	0	0	0	0	0
Slides Used	0	0	0	0	0	0	0	0	0	0	0	0	0
RDTs Used	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Malaria Case Received Treatment According to National Guideline	0	0	0	0	0	0	0	0	0	0	0	0	0

Notice that, you cannot click on grey color boxes because those are auto calculated by system.

(3) Type or select below information:

Reporting Period*: Reporting month and year.

Reporting Date*: Date of report.

Reporting Unit*: Name of unit sent report.

Case Values: Values from monthly malaria case finding report.

Important!

Field with * marking is a mandatory field that must be provided to save a MALARIA patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(3) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new malaria case report information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

Chapter 5 – Administration Tab

1. Overview

This tab contains the functionalities for assigning privilege to users. An user (may be normal user or super user) can assign privileges to other users if he/she has the permission to do that task.

2. Assign Privilege Menu

When a person logs into the system, he/she will see a menu called 'Assign Privilege'. The page will look like below:

Assign Privilege Information

Select Position Category

Assign Privilege List

Cancel

Please check to checked all columns

☐ Check All ☐ Check All ☐ Check All ☐ Check All ☐ Check All

Page Title	Can View	Can Add	Can Edit	Can Delete	Is Active
District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SubDistrict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Position Category	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Case Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload Data from Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Data Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign Privilege	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Please note that, if a user cannot see this menu/page, then he/she is not given permission to do this task!

In this image, the list shows all the menu names that are available in the system. Super user or the person giving privilege will only need to choose the appropriate menu from list. Also notice that, for each menu there are columns for assigning rights/permissions to user; such as:

Can View – user will be able to see the data only; cannot do anything else!

Can Add – user will be able to view and as well as add new record

Can Edit – user will be able to edit an existing record
Can Delete – user will be able to delete an existing record
Is Active – user will be able to see the menu after logging into the system

To assign privilege to a user, do followings:

- (1) Select a Position Category from DDL. This will fill the staff DDL next to it.
- (2) Then select a user for whom you'd like to assign privilege.
- (3) Now choose the appropriate rights/permissions for the pages you have planned to assign to that user.
- (4) After you complete assigning rights/privileges to a user, click on Save button to save the changes.
- (5) If you don't want to save and quit from assigning privileges, click on Cancel button.

Chapter 6 – Report Tab

1. Overview

This tab contains the menu to generate various types of malaria programmatic reports. Data that were entered in other tabs can be taken as output from this tab. The tab has below menu:

(1) Case Data Reports

2. Case Data Reports Menu

This menu is to generate various reports from malaria monthly case reports; such as, list of a monthly summary of all case reports and various others reports.

Click on 'Case Data Reports' menu to go to the reports page. The page will look like shown below:

Case Data Reports

Case Data Reports

Case Data Reports Options

All Indicators:

☒ Indicator and age group wise data distribution

☐ District and age group wise data distribution

☐ Month and age group wise data distribution

Particular Indicator:

☐ District and age group wise data distribution

☐ Month and age group wise data distribution

☐ Month to month yearly distribution (graph)

Total Consultations

Filter for Case Data Reports

☒ Monthly

Please Select a Month

Please Select a Year

☐ Quarterly

Please Select a Quarter

Please Select a Year

☐ Yearly

Please Select a Year

☐ Multiple Yearly

Please Select a Start Year

 to

Please Select a End Year

☐ Unit

All Units

☐ District

All Districts

☐ Sub District

All Sub Districts

Print to PDF

Export to Excel

On the left section of this page, there are total 3 report options for generating data for all indicators, which are:

- (1) Indicator and age group wise data distribution
- (2) District and age group wise data distribution
- (3) Month and age group wise data distribution

Also, there are 3 more report options for generating data on a particular indicator; which are:

- (1) District and age group wise data distribution
- (2) Month and age group wise data distribution
- (3) Month to month yearly distribution (graph)

On the right section of the page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

END OF THE USER MANUAL